



Copnor Primary School

A2. Safe Recruitment Policy

Rationale

To ensure child safety it is essential that we follow the most recent recommended practice for safer recruitment whilst acting within the most recent employment law legislation and equality guidance.

Child protection must aim to prevent any issues from arising and it is essential that the following details are followed.

The policy was written to cover the guidance in “Keeping Children Safe in Education”, Sept 2016 and “The Prevent Duty”, June 2015.

Aims

To appoint an individual only if *all* members of the interview panel are entirely satisfied that all reasonable checks have been taken. At least one member of the panel must have undertaken their safer recruitment training.

Roles

Head Teacher:	Is responsible for ensuring he is fully up-to-date with safer recruitment procedures, and that the clerk to Governors is informed of upcoming interviews so that Governors can be involved. It is also his responsibility to ensure that at least one of the panel is fully trained in safer recruitment procedures.
Deputy Head Teacher:	Is responsible for ensuring that she is fully up-to-date with safer recruitment procedures.
Training Liaison Governor:	Is responsible for ensuring that all Governors are notified of available training in safe recruitment procedures.
Admin Officer:	Is responsible for maintaining our Single Central Record of DBS checks.

Procedures

In accordance with best practice from safer recruitment guidelines, the Governors will make appointments to the school staff using the following procedures.

When a vacancy arises a job description and person specification will be drawn up by the head teacher and relevant senior staff and Governors.

All vacancies will be advertised. Vacancies for head teacher and deputy head teacher will be advertised nationally and all other external vacancies will be advertised on the Internet and possibly the TES. Internal vacancies will be advertised to all relevant staff in school. The head teacher will ensure that all job adverts clearly state our commitment to safeguarding children and that the full procedures for safe recruitment are followed.

References will be requested for all applicants before short-listing. In line with the Equality Act of 2010 we may now only ask for medical and absence information for the successful candidate after interview. We also send a list of documents that the candidate needs to bring to verify their right to work in the UK and also to process their DBS check. The initial offer is conditional on the feedback we receive, from these checks.

Short listing will take place as soon as possible after the closing date for applications. Short-listing will be based on the applicant's suitability for the post in line with the job description and person specification.

As far as possible, the panel short-listing will be the same as those involved in the interview.

Governors should be involved in all appointments. However, the Governors have agreed that in times where speed is essential in making an appointment, if the head teacher has tried to arrange for a Governor to be present but no-one is available then the process may go ahead without a Governor presence.

In the case of appointing an Admin Officer, TLR2, Deputy or Head, a Governor *must* be present. In the following list we have only named Governors for those appointments where their presence is absolutely essential, as they will be invited to all interviews. Where Governors are involved they will, where possible, have attended the Governor's interview training course.

The following personnel will conduct interviews depending on the post to be appointed.

Cleaner	-	Headteacher Premises Manager
Lunchtime Supervisor	-	Headteacher Admin Officer
Caretaker	-	Headteacher Governor
Admin Officer	-	Headteacher Deputy Head Teacher Governor
Clerical Assistant	-	Headteacher Admin Officer
Teaching Assistant	-	Headteacher Inclusions Officer
Newly Qualified Teacher	-	Headteacher Deputy Head Teacher Governor if available
CPS Teacher	-	Headteacher Deputy Head Teacher Governor
Teacher + 2 TLR2 allowance	-	Headteacher Deputy Head Teacher 2 Governors
Deputy Head	-	Headteacher LA Advisor 4 Governors
Headteacher	-	1-2 LA Advisors 4-5 Governors

Before the interview the interviewers will meet to draw up a list of questions. Decisions will also be made about the format of the interview process.

Our interview – regardless of the position advertised - will always include a question directly focussed on child protection. If there are any radicalisation concerns then we would clearly not appoint and would contact MASH for further advice.

Throughout the whole appointment process equal opportunities will be given to all candidates.

Single Central Record

All candidates appointed to a post are appointed conditional on their sickness record and also on the results of a DBS check at enhanced level.

The successful candidate will have the DBS checking process started as soon as possible after the interview.

The Admin Officer records all DBS references for all new appointed personnel in the Single Central Register. The Single Central Register contains the following information on all staff, as appropriate:

Name, address and date of birth, DBS number and date, qualifications, GTC reference number, Prohibition to Teach check, Right to Work in the UK, Barred List check, Overseas Criminal check, Disqualification by Association. Any supporting documents are kept in the employee's personnel file.

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